

Administrative Office of the U.S. Courts
Office of Court Administration and
Defender Services

Adobe Acrobat 6.0
User's Guide for Chambers

Adobe Acrobat 6.0

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Purpose of This Guide

The *Chamber's Guide to Adobe Acrobat 6.0* provides chambers staff essential information on and introduces tools that can be used for creating, printing, and converting documents into PDF. This guide has been created to assist judicial officers and the court's operations staff whom currently use CM/ECF and desire to use the full potential of Adobe Acrobat 6.0. In addition, this guide will be useful for implementing CM/ECF in the near future, and have an interest in using the features Adobe Acrobat 6.0 can offer.

How this Guide is Structured

This guide is created in such a way as to address three main topics of Adobe Acrobat 6.0: basic functions; general tasks and tools; and advanced features:

Section One: Adobe Acrobat Basic Functionality covers the essential tools one should understand in order to move about Acrobat – such as opening and closing a PDF document; navigating within a PDF document, and printing PDF documents. In addition, this section will point out the various buttons that can be used to accomplish a number of tasks.

Section Two: Performing Tasks in Acrobat provides detailed information on converting documents created in a word processing document into a portable document format (PDF), various editing features, and how to perform a text search.

Section Three: Advanced Acrobat Features includes instruction on performing some of the most popular features in Adobe Acrobat – adding annotations and comments to a PDF document. Also included in this section is information on creating bookmarks for voluminous documents, and information on creating watermarks or background images.

There are a number of resources for information on Adobe Acrobat. The software includes online Help, which is accessible by selecting the Help button or pressing the **F1** key on your keyboard. A “how to” database is available, which provides guided instruction on performing a number of Acrobat's general functions. To access this database, select the **How To** button or press the **F4** key on your keyboard. Finally, you may visit Adobe System's website for information on the Acrobat software and several tips and tricks that may be used with PDFs. Type www.adobe.com in the URL field of your Internet browser to be directed to Adobe's website.

What's New in Acrobat 6.0

Courts that have used earlier versions of Adobe Acrobat will find that Adobe has made several enhancements to Acrobat 6.0, and has added some new features to address productivity, efficiency, and security. In addition to the new look of Acrobat's main window, users will find that:

- Toolbar buttons are categorized and viewable by selecting the drop-down arrow next to its heading. Each button has a sub-menu of commands that the user may select to perform any operation. Tools for navigation, such as zooming in or out – have been enhanced.
- Text revision is made easier, where the entire page is enabled for any revisions – opposed to line-by-line selection in previous versions.
- New annotation tools and icons are available, and a few button images have slightly changed.
- Enhanced commenting functionality is available, such as the ability to generate a list of all of the comments made to a particular document. Comments may also be organized and filtered into a report.
- Comments made to a document may be displayed with connector lines, for a visual display of the section of the document to which they refer.
- A component called the Review Tracker provides users the functionality to manage any reviews made to a document, and can be configured so that other users who share the same network folder or file may look at and add comments to the document.
- Documents can be reviewed and commented on from email. Similar to the Lotus Notes discussion thread used in various forums and meetings in the judiciary, a user can add a comment to the document and send it back to the originator. If the document includes comments from a number of people, Acrobat 6.0 will combine all of the comments in an organized manner. **Note: Use of this feature requires specific configuration by your system administrator.**
- Multiple files may be converted into PDF, and combined into one PDF file.
- Scanned PDF documents may be searched, corrected, and copied.

Version Compatibility

Acrobat 6.0 is *backwards compatible*, meaning that documents converted into PDF in this software version may be opened, viewed and printed by users who have earlier versions installed on their computer. This is beneficial to courts and especially their customers – as neither user will need to be concerned about the inability to open or read PDF documents. To ensure that documents distributed to attorneys or government agencies such as the U.S. Marshals Office are accessible, ask your systems administrator to perform the necessary steps in setting the appropriate compatibility properties in the Acrobat Distiller properties.

System Administrators: Refer to Appendix B for instructions on how to set the properties for backward compatibility in Acrobat 6.0.

Help Topics

Acrobat 6.0 includes two types of help functions, where users can obtain additional information on using this software. A “how to” option is available from the toolbar on the main window, which provides brief step-by-step instruction on completing an operation. This option includes some of the more common topics such as creating a PDF file, creating and reviewing comments, and more advanced features. Select **Help > How to > How to Window** from the menu bar, which will display a list of the more common Acrobat help topics. For a comprehensive list of help topics, select **Help > Complete Acrobat 6.0 Help**.

Section One: Acrobat Basic Functionality

This section will cover several basic features found in Acrobat 6.0, such as opening and closing PDF documents, navigating about a PDF document, and sending a PDF document to a printer. The look of the main window has changed somewhat and you will find that some of the buttons and icons have changed in appearance and location; however, the ease in using Acrobat has remained the same.

The Acrobat Desktop



Document Pane: The document pane is also called the *desktop*. This area is used for viewing and navigating throughout the document. Editing operations such as text touch-up and advanced operations such as commenting are performed in this area.

Status Bar: Details specific to the document currently displayed may be found here. The ability to jump directly to a page can be achieved by using the page field located in the center of the status bar. The Next and previous buttons (shown as arrows) may be used to move through the document.

Navigation Pane:	This pane provides previews of the document (also called thumbnails), an organized list of comments, and bookmarked pages. To display information in this pane, specific settings must be activated.
Menu Bar:	Options that, when selected, display a drop-down list of additional choices.
Tool Bar:	Operational features that are displayed as buttons. A drop-down arrow next to some buttons indicates that additional buttons are available for selection.

The Menu Bar



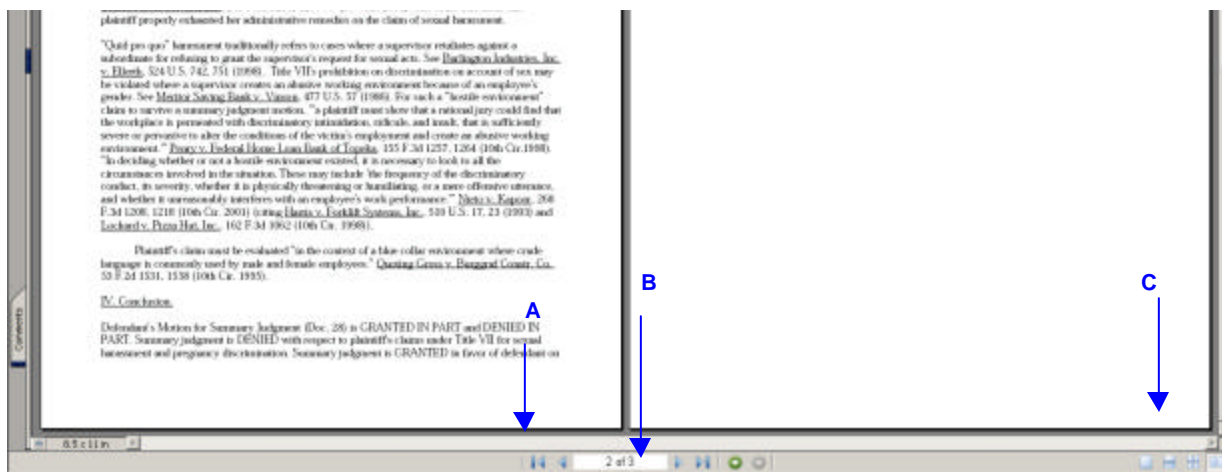
File:	This menu includes options for opening and closing a PDF document, saving a converted document, and printing a PDF document. Chambers staff do not normally use Other advanced options included in this menu.
Edit:	Options under this menu include functions to copy and paste text (usually between a PDF document and a word processing document); redo and undo previously performed operations; bookmarks and spell checking.
View:	Options available under this menu include tools for navigating through the document, enlarging or reducing the size of the document, and the display of other buttons and tools on Acrobat's toolbar.
Document:	This menu includes options for formatting the PDF document properties, managing any comments that have been added to the document, adding security features, and including digital signatures.
Tools:	This option includes a collection of all of the Acrobat functions that a user may perform. These functions that are categorized in this menu are also found as buttons on the toolbar itself (see Figure 1.2)
Advanced:	This menu includes several progressive options that are useful in the creation and distribution of PDF documents in various activities (web, document publishing, etc.). These options may not apply in chambers; it is advisable that you confer with your systems administrator prior to using any of the tools available under this menu.

Window:	Options under this menu may be selected to change the appearance of the PDF document on your monitor. These options include the ability to split the document in half or cascade a collection of PDF documents on the same screen.
Help:	This menu will display options for the user to obtain assistance in performing a specific function, troubleshoot an error, or obtain information on the general use of Acrobat 6.0. To display the help screen, press the F1 key on your keyboard at any time.
Minimize:	Decreases the size of the Adobe Acrobat window on your desktop. This button can be used to move between two or more applications that are open on your computer, similar to clicking on the application button on the bottom of the desktop screen.
Maximize:	Increases the size of the Adobe Acrobat window on your desktop when it is minimized.
Close:	Closes the PDF file and exits from the Acrobat application.
Open:	Allows the user to access and display a PDF file that may be located on a disk, the hard drive of the computer, or that is located in a file folder on the network.
Create from Web Page:	Provides the ability to create a PDF document from a web page on the Internet. This button is not commonly used in district courts.
Save:	Allows the user to save a PDF document to a disk, the computer's hard drive, or to a network file folder. The Save button should be used whenever changes have been made to the original version of the PDF file.
Print:	Prints the displayed PDF document to a printer.
Email:	Sends a PDF document to another person via email (example: Lotus Notes). This function is only operational if the appropriate properties are configured.
Search:	Allows the user to perform a text search on PDF text documents.
Create PDF:	Converts a file that was originally created in another application into a PDF file. A drop down menu is included, so that the user may select from which location the file should be converted—for example a scanner, network file, or from a disk.
Review & Comment:	Allows the user to place notes and annotations directly onto the PDF file.

Secure:	Provides the user the ability to restrict access to a file, prevent other users from editing the file, or encrypt the information found in the file.
Sign:	Creates a digital signature and/or a signature line on the document. When using this function, Acrobat will apply a security certificate so that in the future, the signature may be validated. This may be useful for quickly approving or denying a motion, or to time stamp an order.
Advanced Editing:	Includes tools for revising text, linking documents, and manipulating the layout of the document.
Hand Tool:	Provides the user the ability to move through documents and pages.
Select Text:	Includes additional options for revising text, tables, and images.
Snapshot:	Allows the user to copy and paste an image. This tool is not commonly used in courts.
Zoom In:	Magnifies the viewing size of the document.
Actual Size:	Displays the entire page on the screen.
Fit Page:	Displays the entire page onto the screen yet is adjusted so that all margins are shown.
Fit Width:	Displays the document according to the width of the screen.
Zoom Out :	Decreases the size of the document shown on the screen.
Visibility:	Allows the user to enter a numeral value that is translated to the size the document should be displayed, relative to the size of the screen. Entering a larger value (for example, 200%) would generate a larger display of the document than a smaller number (50%). This tool is similar to using the Zoom Out/Zoom In buttons.
Zoom In:	Increases the size of the document shown on the screen.
Rotate Clockwise:	Adjusts the display of the document, by turning it clockwise.
Rotate Counter-clockwise:	Adjusts the display of the document, by turning it counter-clockwise.
How To:	Provides instruction on performing several functions common to the Acrobat software.

The Status Bar

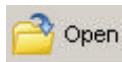
The status bar is located on the bottom of the document pane, and includes additional buttons that may be used for navigation and viewing.



The navigation buttons and field (A) may be used to move between a page or through several pages. To immediately jump to a specific page, enter the appropriate page number in the navigation field (B). To view one page at a time or two or as above – two pages at a time, select one of the page display buttons located on the right corner of the status bar (C).

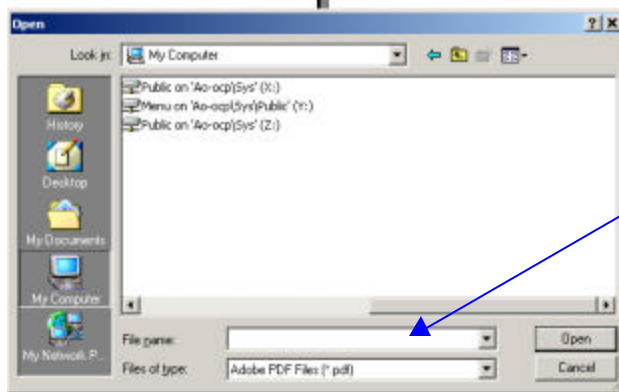
Accessing Adobe Acrobat

There are several ways to open Adobe Acrobat. The most common method used by courts is opening Adobe Acrobat from the desktop or through the process of opening a PDF file attachment. File attachments are usually found within CM/ECF (e.g. Docket Report, Notice of Electronic Filing).



Open Acrobat from Desktop:

1. Double-click on the Adobe Acrobat 6.0 icon that is located on your desktop, or select **Start > Programs > Adobe Acrobat**. Acrobat appears with a blank display screen.
2. To view a PDF document, select **File > Open** or click on the Open button on the toolbar. The **Open** dialog box appears.
3. Select the file folder in which the PDF document is located, and then click on the **Open** button.



To see what PDF files are available, ensure that Adobe PDF Files is selected.

- **Open Acrobat from File Attachment**

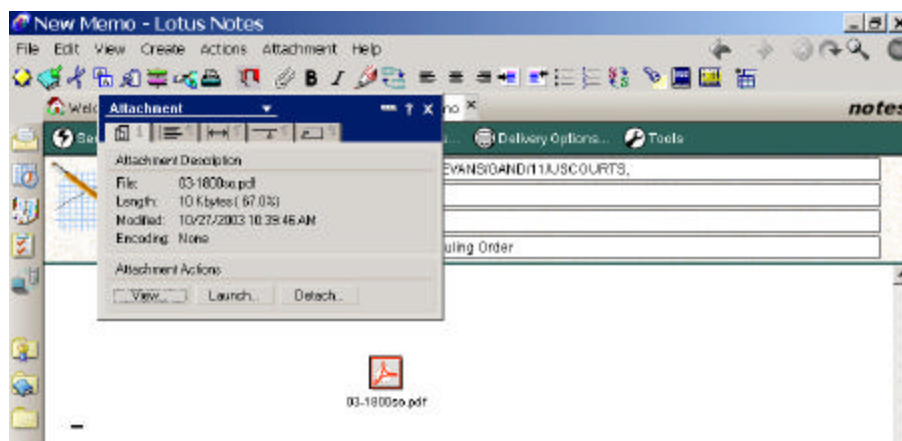
PDF file attachments are found within CM/ECF, in areas such as the Notice of Electronic Filing, Docket Report, or Motions Report. To access the PDF, click on the numerical hyperlink that is in reference to the document. When this procedure is performed, Adobe Acrobat automatically opens.

<div> <div> Civil • Criminal • Query • Reports • Utilities • Logout </div> </div>							
2	Filed: 11/08/2002 Entered: 01/16/2003 Last updated: 01/23/2003	<input checked="" type="radio"/> Answer to Complaint		answer ans	16		
3	Filed: 12/02/2002 Entered: 01/16/2003 Last updated: 01/23/2003	<input checked="" type="radio"/> Notice (Other)		notice other	18		
7	Filed: 12/03/2002 Entered: 01/16/2003 Last updated: 01/16/2003	<input checked="" type="radio"/> Order of Recusal		order orecus	28		
4	Filed: 12/13/2002 Entered: 01/16/2003 Last updated: 01/23/2003	<input checked="" type="radio"/> Proposed Pretrial Order		misc propto	20		
5	Filed: 12/13/2002 Entered: 01/16/2003 Last updated: 01/23/2003	<input checked="" type="radio"/> Notice (Other)		notice other	22		
6	Filed: 12/16/2002 Entered: 01/16/2003	<input checked="" type="radio"/> Scheduling Order		order scho	25		
	Filed: 01/13/2003	<input checked="" type="radio"/> Motion to Compel		motion	30		

Document: Done

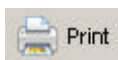
▪ Open Acrobat from an Email Attachment

A court may include as one of its operational procedures the distribution of draft documents to the judge via email. The example below displays a draft scheduling order that has been emailed to a judge through Lotus Notes. The document may be opened by selecting **Attachment > Launch** or by double clicking on the attachment, then selecting Launch. Acrobat is launched and the document displays.



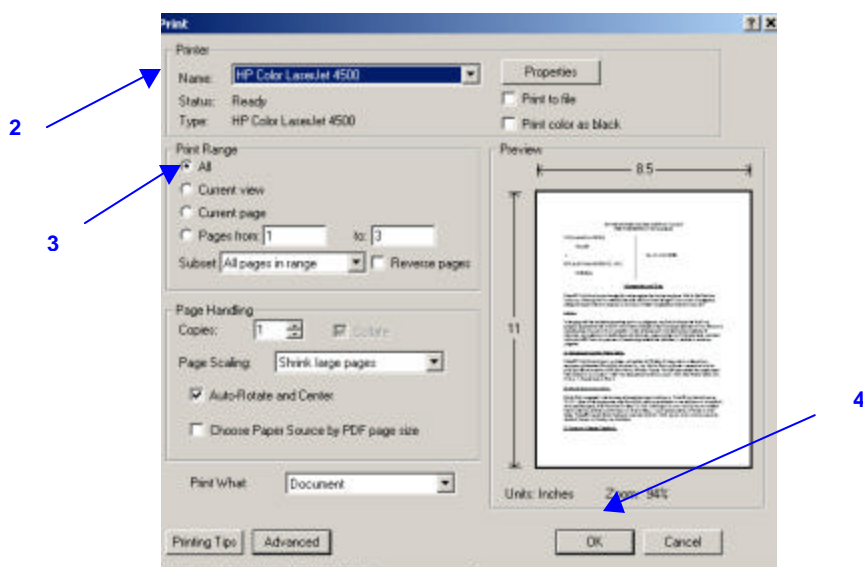
Closing Adobe Acrobat

Select **File > Exit** to close the PDF document you had open and to exit Adobe Acrobat. Optionally, you may select the **Close** button.



Printing PDF Documents

1. Select **File > Print** from the toolbar, or select the **Print** button.
2. At the **Print** dialog box, ensure that the correct printer is displayed. Select the drop-down arrow next to printer name field to select another printer that your computer is connected to.
3. Select the appropriate option for the print range. If you wish to print the entire document, leave this area at its default (All). Otherwise, select the option that is appropriate to the type of print job you want.
4. Select the **OK** button. The document will print to the specified printer.



Section Two: Performing Tasks in Adobe Acrobat

The tasks that most court users perform in Adobe Acrobat involve the creation of a PDF document and making revisions to an existing PDF document. Both of these tasks include the same options that were available to those who used previous version of Acrobat, and continue to be quite simple to use.

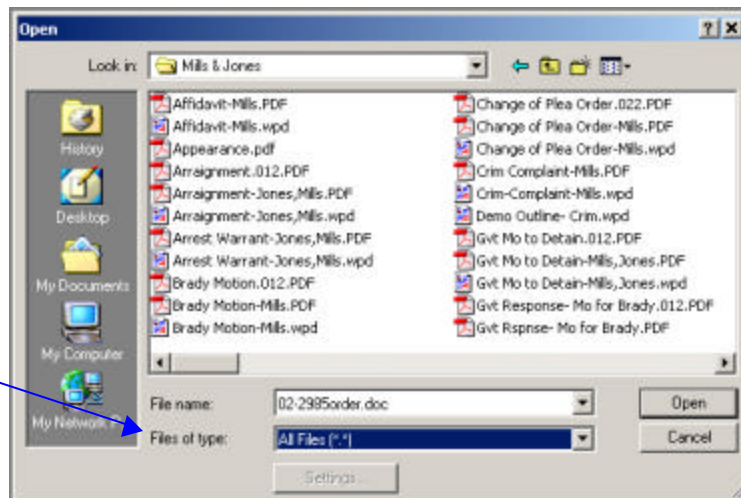
Creating a PDF Document

Conversion of the original word processing file (Microsoft Word, WordPerfect) creates a PDF document. The methods commonly used by courts are creating a PDF file from Acrobat or creating a PDF file directly from the word processing program.

To create a PDF document from Acrobat, perform the following steps:

1. Ensure Adobe Acrobat is open. Refer to Section One: Acrobat Basic Functionality for detailed instructions on how to open Acrobat.
2. Select **File > Create PDF > From File...** The *Open* dialog box appears.

You may have to change the Files of Type field to *All Files (*.*)* so that word-processing documents appear in the selection screen.

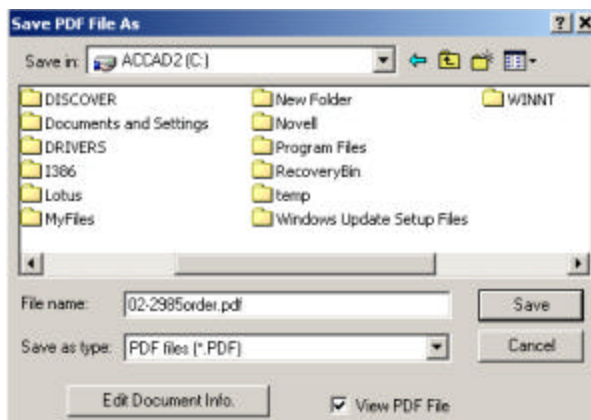


3. Search for and select the document from the file that it was saved as. Select the drop-down arrow next to the **Look In:** field to go into the correct file folder.
4. Select the *Open* button. Acrobat begins the process of creating the document in PDF format. Acrobat will save the document with the same file name it was referenced under as a word processing document.

To create a PDF file from a word processing program (Microsoft Word or WordPerfect):

1. Select **File > Print** from the toolbar. The *Print* dialog box appears.
2. Select **Adobe PDF Writer** from the list of available printers, and then select **OK** to begin the process of converting to PDF.
3. The *Save PDF File As* dialog box appears. Select the appropriate folder the new PDF file should be saved to. This may require selecting the drop-down arrow next to the **Save In** field.

- The file name that was referenced for the word processing document appears in the file name field; if you wish to change the file name do so here. Otherwise leave this field at its default setting.



- Select the **Save** button. The newly created PDF document is now saved.



Important: Using the option File > Save As when creating a PDF document will result in a larger file size than using the Print option – and may change some of the document's formatting.

General PDF Editing

Acrobat can also perform basic document management tasks that are common to word processing programs, such as modifying text; deleting pages from a PDF document; adding pages to a PDF document; or performing a text search throughout a document.

Most of these tasks may be accomplished by simply selecting a button from the toolbar, or by using a series of keystrokes. Dialog boxes are displayed when appropriate, to step you through each process.

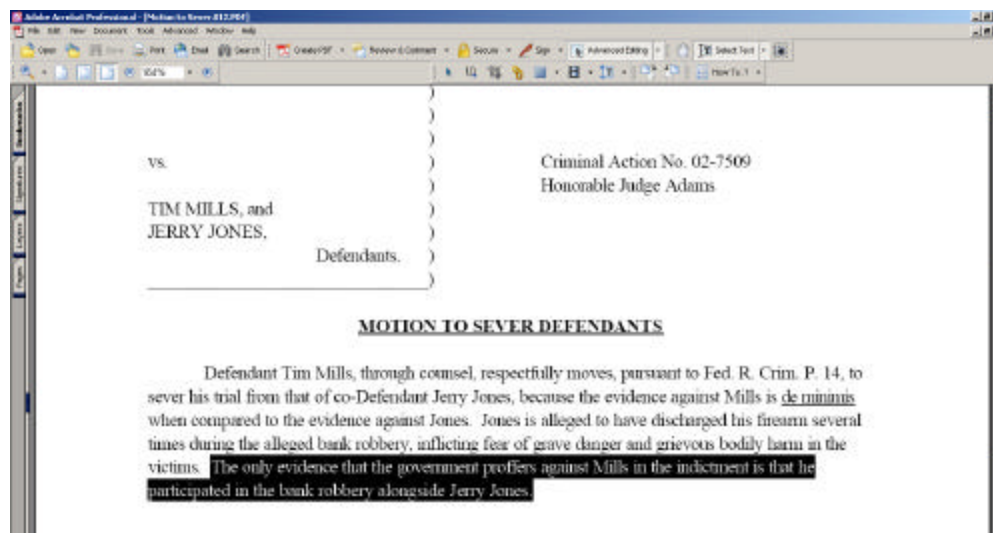


Important: Documents filed into the CM/ECF system can not be changed. You should make changes to the copy of the document that you have saved on your hard drive or floppy disk, then upload the revised version to CM/ECF.

▪ Copy and Paste

This feature is useful for copying text from one document into another. A common example of this feature is copying specific text in a proposed order submitted by a litigant, and copying it into a word processing document so that it may be used as part of the judge's order. However, formatting may be lost when copying a significant amount of text from PDF. A possible workaround to this issue is to obtain a copy of the proposed order in its word processing format.

- Click on the Select Text button on the toolbar, or use the menu path **Tools > Basic > Selection > Select Text**. The hand cursor changes into an I-bar (**I**).



2. Drag the cursor over the text you wish to copy. As you drag the text, it will become shaded.
3. Select **Edit > Copy** or use the keystroke **CTRL + C** to capture the text you have selected.
4. Move to your word processing program and click in the area of the document that you wish to place the text. Select **Edit > Paste** or **CTRL + V** to paste the text.
5. Ensure that you have saved your word processing document before you close it.

Note



Another option for copying and pasting text is to click on your right mouse button and select Copy To Clipboard or Paste, respectively.

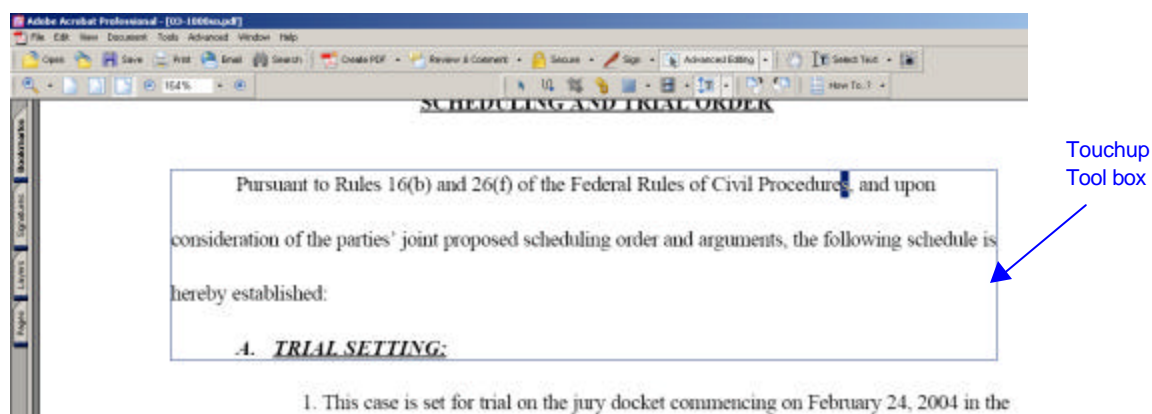


■ Modifying Text

There may be instances when the document is error free, but after converting it to PDF, you have decided to add a word or change text. You can perform this operation by using Acrobat's touch-up text tool.

The TouchUp Text tool is useful for small corrections to text only. If you wish to edit or revise a sentence or several lines of text, you should copy the PDF document and paste it into a word processing program. Make the necessary corrections and save the document as a new PDF file.

1. Ensure that the appropriate file has been selected and displayed in Acrobat.
2. Select the TouchUp Text Tool button or use the menu path **Tools > Advanced Editing > TouchUp Text Tool**. The hand cursor will change to an I-bar (**I**).
3. Click into the area that you wish to make changes. A box will appear around the area of the text.
4. Highlight the text you wish to edit, and make the necessary changes.



5. Click on the **Hand Tool** button to exit the edit mode. To remove the touch up text box, click anywhere on the document with the hand cursor.



6. Ensure that you have saved your changes by clicking on the **Save** button or selecting **File > Save**.

Note



You can delete page(s) and add new page(s) to an existing PDF document. Refer to Adobe Acrobat's online Help (F1) or "How To" window (F4).

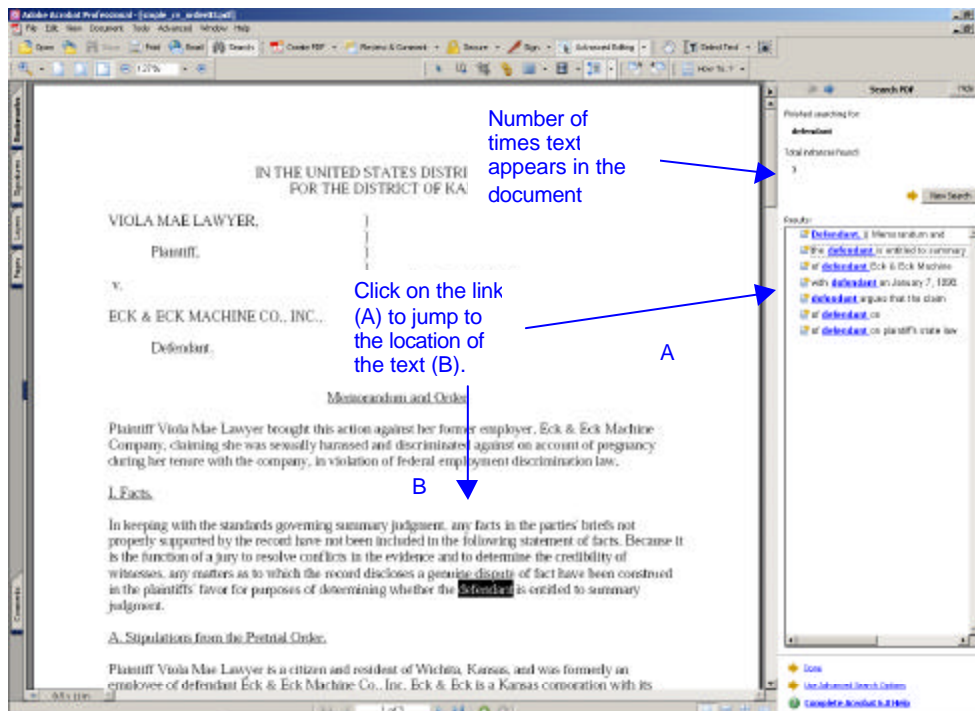
Performing Text Searches in PDF Documents

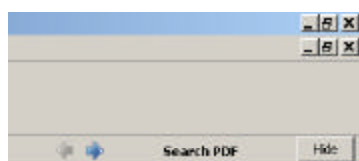
Acrobat text search capabilities may be performed with a word, a group of words, or portions of a word. Text may be searched within a document that is saved on a network drive, hard drive, or available through the web. In addition, you can perform a text search in the document currently open, or throughout several documents that may be saved in a file folder.

▪ **To Search in an Open Document:**

1. Ensure the PDF document is opened. For detailed instructions on accessing a PDF document, refer to Section One: Acrobat Basic Functionality.
2. Select the **Search** button or use the menu path **Edit > Search**. You may also use the keystroke **CTRL + F**.
3. The Search PDF screen appears to the right of the document. Enter the word or phrase you wish to search.

4. Since you are performing a text search in the document that is currently open, leave the search location setting at the default.
5. Select the conditions by which you wish Acrobat to search for the word or phrase. For example, if you want to search by complete words (opposed to wildcards: Notice of *) you must select *Whole Words Only*.
6. Select the Search button. Acrobat reviews the document, and will list each instance that the word or phrase appears in the document – in hyperlinks – so that you may quickly jump to that area of the document by selecting it.





Select the Hide button to close this screen.

Finished searching for:

defendant

Total instances found:

7



New Search

Results:



Done

Use Advanced Search Options

Complete Acrobat 5.0 Help

Section Three: Advanced Acrobat Features

Similar to previous versions of Acrobat, the software provides tools for court users (specifically chambers staff) to add notes and comments to a PDF document. In addition, chambers staff can use Acrobat's annotation tools to place various types of marks (strikeout, underline, highlights) - and even add watermarks as a form of signage.

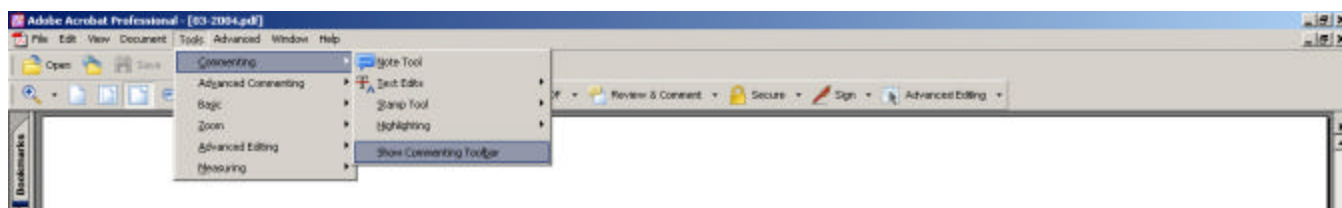
Type	Description	Useful For
Note	<ul style="list-style-type: none"> When selected, can display a note icon next to text that requires attention. 	<ul style="list-style-type: none"> Adding short comments relating to information in a document, e.g. a proposed order.
Text Edits	<ul style="list-style-type: none"> Provides the user the ability to make small revisions to PDF documents. 	<ul style="list-style-type: none"> Deleting a character or word. Underlining text of importance. Strikeout text that should be removed.
Stamp	<ul style="list-style-type: none"> Applies an imprint to a PDF document, similar to using a stamp in the paper world. 	<ul style="list-style-type: none"> Quickly imprinting "DENIED" or "GRANTED" to a motion. May also be used for imprinting a judge's initials as an indication that the document was reviewed.
Highlight	<ul style="list-style-type: none"> Applies marking to a PDF document, similar to using a highlighter pen. 	<ul style="list-style-type: none"> Directing one's attention to text or a line of text that requires some type of action.
Pencil	<ul style="list-style-type: none"> Applies marking to a PDF document, in the form of lines and circles. The pencil feature may be used in the same manner as one would use a pen or pencil in the paper world. 	<ul style="list-style-type: none"> Directing one's attention to a line of text, as well as marking up a document.
Link	<ul style="list-style-type: none"> Provides the ability to link a word or line of text to information that may be found within the same document or in another document. This feature is similar to selecting a hyperlink on a web page. 	<ul style="list-style-type: none"> Quickly jumping to the information that relates to the selected text, without having to scroll through several pages of documents or searching for another file.



Important: Acrobat's annotation features should not be used or applied to any documents that will be uploaded into the CM/ECF system. The purpose of these tools is to automate the process of, or provide another method for "marking up" documents handled within chambers.

Displaying the Commenting and Editing Toolbars

Changes to Acrobat 6.0 include some of the buttons being hidden from view. To display any or all of the commenting and editing tool buttons, select **Tools** then the appropriate function option (e.g. **Commenting**). When the sub-menu is displayed, select **Show Toolbar**.



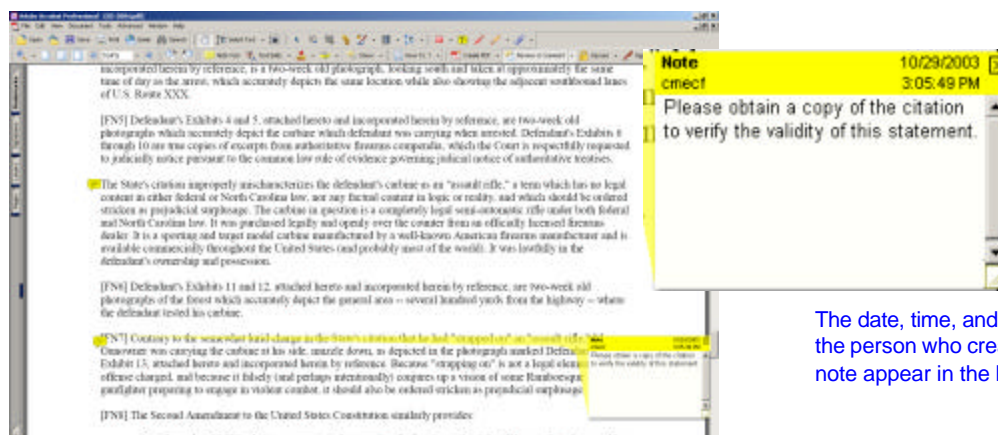
Notes and Replies

The Notes Tool is similar to that in previous versions of Acrobat, where you can add a comment or annotation to particular section of text. New features added to Acrobat 6.0 include the ability to attach a reply message to a note, display all related notes and responses, and apply signage to represent when a note was accepted, approved, or rejected.



■ Attaching Notes to a PDF Document

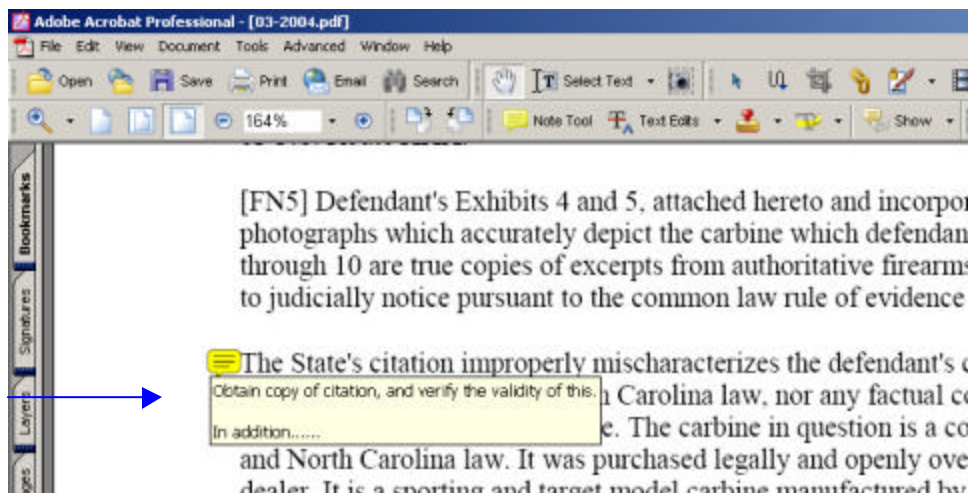
1. Ensure that the PDF document that you wish to annotate is open.
2. Select **Tools > Commenting > Note Tool**, or the **Note Tool** button from the toolbar. The cursor changes into an image of a notepad.
3. Click in the area of the document where you wish to indicate that a note exists. A dialog box appears in yellow.



The date, time, and name of the person who created the note appear in the box.

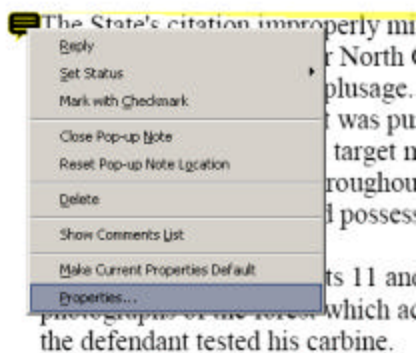
4. Type your comment. Select the **Close** button (☒) to exit the dialog box. The Notes icon will remain displayed on the document to indicate the location of the comment just created. The cursor returns to the Hand Tool icon.

You can view the comment associated with a specific note icon by placing your cursor over it. To include additional comments, simply double-click on the note icon to display the pop-up notes screen.



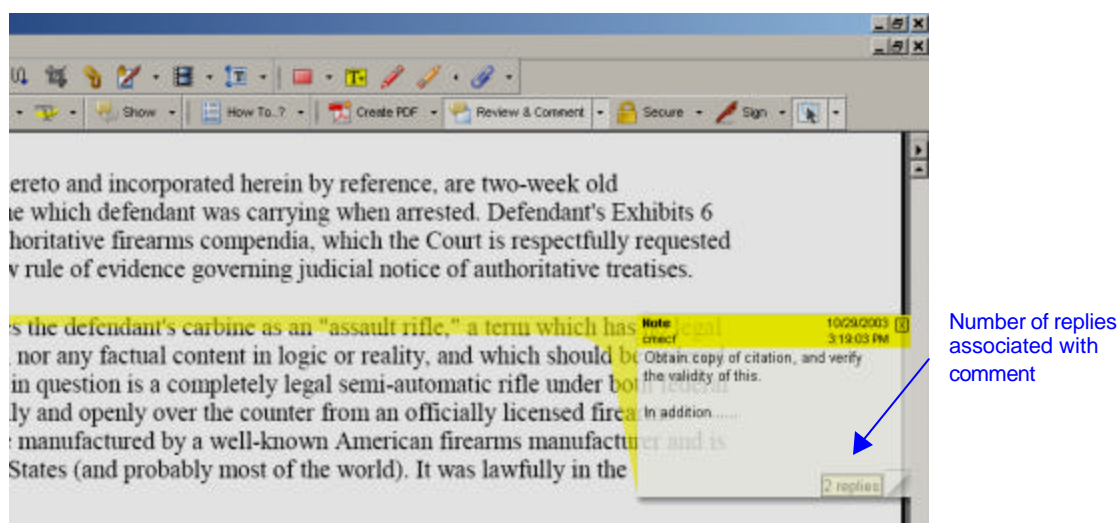
Other features of the Notes Tool:

- **Change the color of the Notes Tool icon for each staff person.** For example, your law clerk's notes can be designated red and the staff attorney's blue. Similarly, any changes you wish your secretary to address may be designated as orange.
 1. Use the right button on your mouse to display the Notes menu.
 2. Select **Properties...** to open the properties dialog box.
 3. Click on the **Color:** box to display the list of colors to choose from.
 4. Select the **Close** button to exit the Properties screen.

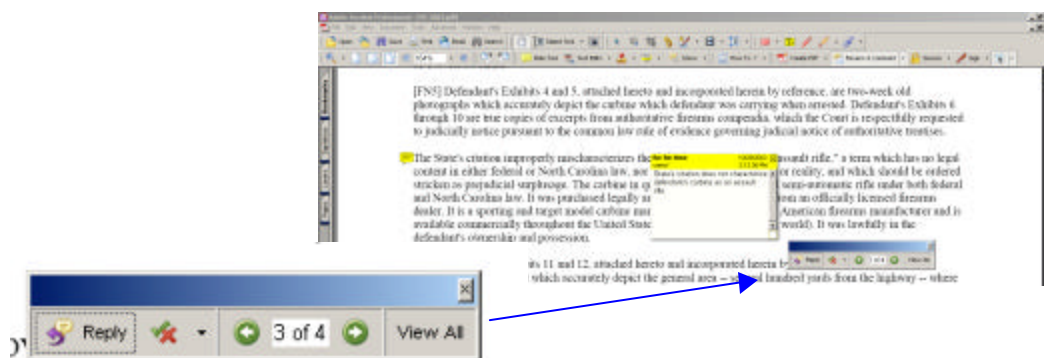


- **Reply to a previously created comment.**
 1. Use the right button on your mouse to display the Notes menu.
 2. Select **Reply**. Another pop-up notes screen appears for you to type your reply comment.

3. Select the **Close** button to exit.
4. When the Notes icon is selected again, a box appears in its lower right corner, indicating the number of replies associated with the comment.



5. If several replies are listed for a note, a second box appears, where the user can move between each of them, review them and respond back to them.

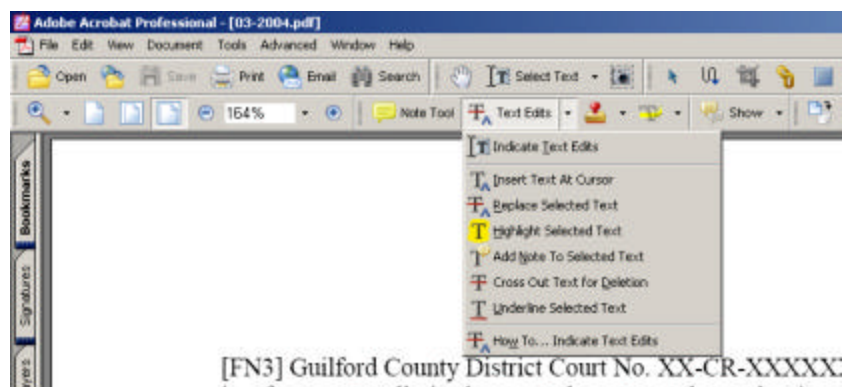


- **Delete a comment.** If you wish to remove a comment from a PDF document, simply click on the note icon and select the **Delete** key. This action will also remove any comments and replies associated with the note.

Text Edits

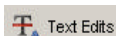
Text Edits is a new tool in Adobe Acrobat that combines features such as text highlighting and underlining with the new features of inserting and replacing text. To display the available text edit tools, use the menu path **Tools > Commenting > Text Edits**. If you wish to permanently place the Text Edits button on the toolbar, select

Tools > Commenting > Show Commenting Toolbar.

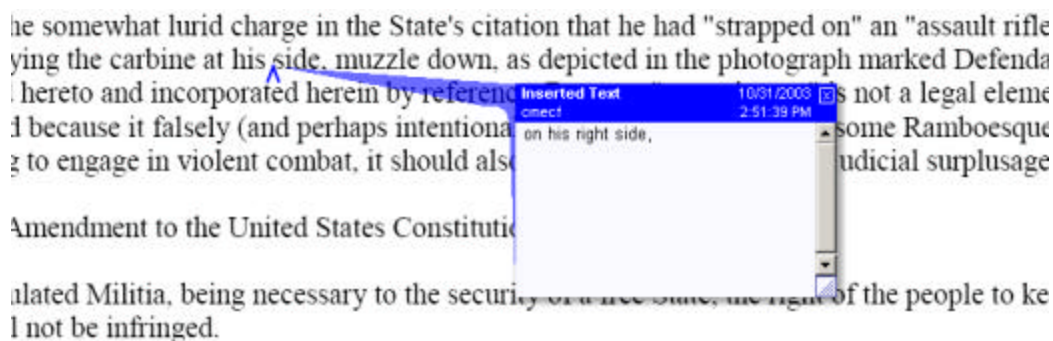



■ Inserting Text

This new feature of Acrobat provides you the ability to indicate where new text should be placed. The caret symbol (¶) is used to indicate the point where revised text should be located.



1. Select the **Text Edits** button on the toolbar. The cursor changes to an I-bar (I).
2. With the mouse, click in the area in which you wish to insert text.
3. Select the drop-down button next to Text Edits, and then select the **Insert Text at Cursor** option. A blue caret is displayed, and the Insert Text dialog box appears.
4. Type the word or phrase that you wish to insert, and select the Close button (X) to exit the dialog box.



The Indicate Text Edits button  can be used to select the text you wish to edit.

Additional Features of the Insert Text Tool

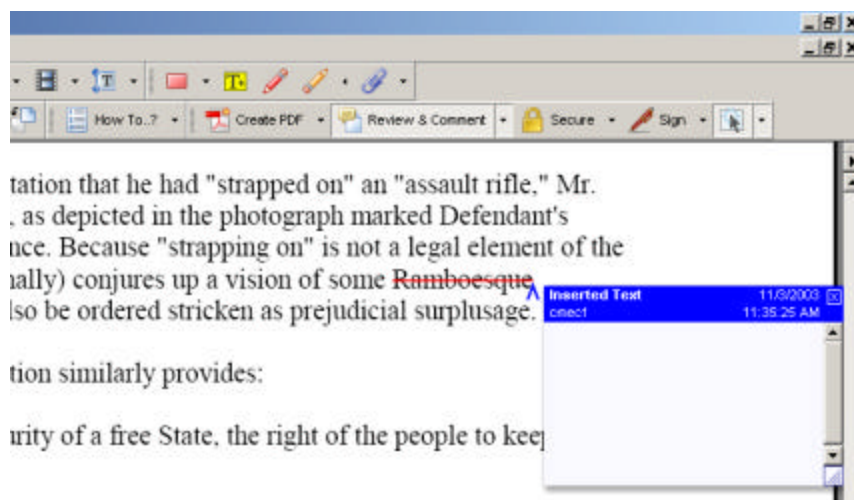
Similar to the Notes Tool, the Insert Text Tool includes features where the color of the insert symbol can be changed, a comment relating to an insert text annotation may be deleted, or a list of comments relating to the text inserts within a document may be displayed. Each of the functions mentioned above can be accessed by right-clicking with your mouse button over the appropriate insert text symbol – again indicated by a caret (Û).



▪ Replace Selected Text

The Replace Selected Text tool may be used to indicate where text revision should be made. Similar to the Insert Text tool, the caret symbol (Û) appears to indicate where the revision should be made, and a red strike mark appears on the original text.

1. Select the **Text Edits** button to change the cursor to an I-bar.
2. With your mouse, drag the cursor over the text you wish to edit.
3. Select the **Replace Text** button. The caret symbol (Û) appears to indicate where the revision should be made, and a red strike mark appears on the original text.
4. A dialog box appears so that you may enter notes as appropriate. Select the Close button to hide the dialog box. Select the **Hand Tool** button to exit this function, and return to navigating throughout the document.

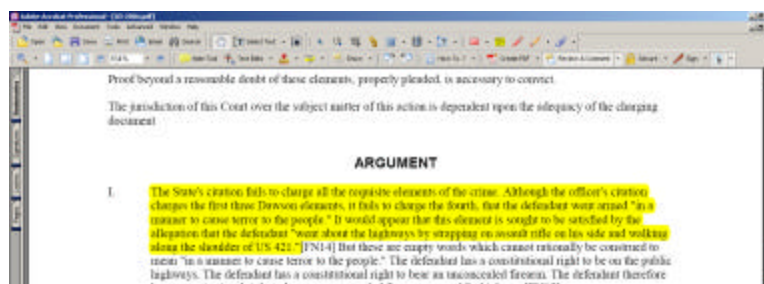




■ Highlight Selected Text

The Highlight Text tool is useful for drawing attention to specific text in a document, in addition to adding a note or comment to the selected text. To use the highlight text feature found under the Text Edits option, perform the following steps:

1. Select the **Text Edits** or **Indicate Text Edits** button. The cursor changes from a hand to an I-bar.
2. Drag the cursor across the appropriate text.
3. Select **Text Edits > Highlight Selected Text** from the toolbar. The text appears with yellow shading.



Note

To add a comment to the highlighted text, select the Hand Tool button, and then double-click with your mouse on the highlighted text. Type your comment or note into the dialog box that appears. Select the **Close** button to exit the dialog box.



■ Cross Out Selected Text

The Cross Out tool in Acrobat is useful to mark text that should be deleted from future revisions of the document. While a PDF document is open, perform the following steps:

1. Select the **Text Edits** button, or the **Indicate Text Edits** option (**Text Edits > Indicate Text Edits**).
2. Drag the cursor over the appropriate text.
3. Click on the Text Edits drop-down button, and then select **Cross-Out Text for Deletion**. Acrobat will change the appearance of the text, with a red line marked through it.
4. Select the **Hand Tool** button to exit the Text Edits mode, and to continue navigating through the document. If you wish to add comments to the annotation, double-click on the marked text and enter the appropriate information in the dialog box that appears.



: somewhat lurid charge in the State's citation that he had "strapped on" an "assault rifle," Mr. ng the carbine at his side, muzzle down, as depicted in the photograph marked Defendant's iereto and incorporated herein by reference. Because "strapping on" is not a legal element of the because it falsely (and perhaps intentionally) conjures up a vision of some **Ramboesque** to engage in violent combat, it should also be ordered stricken as prejudicial surplusage.



▪ Underline Text

The Underline Text tool is another annotation feature that is useful when editing a PDF document. Use this tool to draw attention to text or in combination with a comment or a note.

1. Select the **Text Edits** button, or the **Indicate Text Edits** option (**Text Edits > Indicate Text Edits**).
2. Drag the cursor over the appropriate text.
3. Click on the Text Edits drop-down button, then select **Underline Selected Text**. A green line appears under the selected text.
4. Select the **Hand Tool** button to exit the Text Edits mode, and to continue navigating through the document. If you wish to add comments to the annotation, double-click on the marked text and enter the appropriate information in the dialog box that appears.

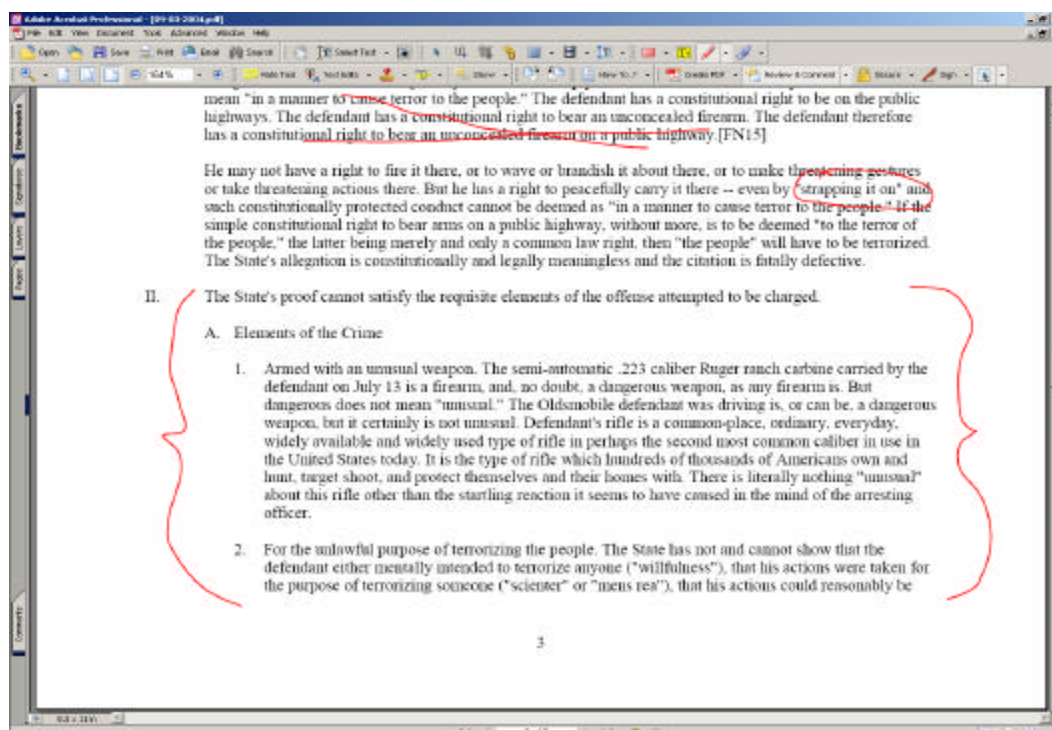
deemed capable of terrorizing someone, or that anyone was in fact terrorized. He simply carried his rifle from his car a few feet across a rural highway shoulder into the woods and then back to his car, something that is done legally by tens of thousands of hunters, target shooters, and others on almost any day of the week. No gesture, action, deed or word design intended (or likely) to cause terror occurred. No terror was intended; no terror eventuated. C on these facts would render the right to bear arms protected by section 30 of Article I of the Carolina Constitution a nullity.



▪ Pencil Tool

The Pencil Tool can be used in place of a number of other tools previously covered in this guide: it can be used to strike out text; underline text; or indicate an area where text should be edited. The primary use of the Pencil Tool is to draw attention to specific text, by use of freehand mark-up.

1. Select the **Pencil Tool** button from the toolbar, or use the menu path **Tools > Advanced Commenting > Pencil Tool**. The cursor changes into a cross bar (✚).
2. Use your mouse as you would use a pencil to create marks on the document. For example, you can create circles, brackets, or any type of strikeout.



3. Select the Hand Tool to return to navigating throughout the document.



Note

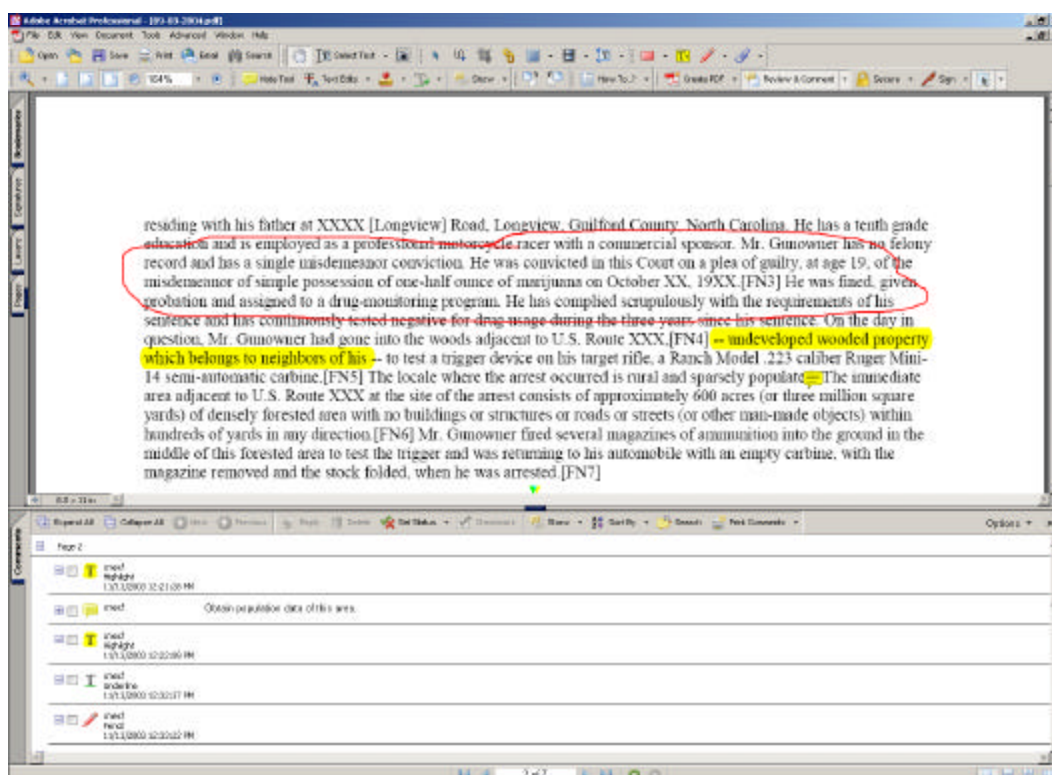
You can add comments or notes when you use the Pencil Tool. Simply right-click on the mark-up and select **Open Pop-up Note**.

Compiling, Tracking and Reviewing Annotations

The Summarize Comments option in Adobe Acrobat is useful for quickly reviewing any notes that have been made to a document. There are a number of options for viewing the comments, such as viewing mark-ups per page or throughout the entire document. The summary report has been enhanced from previous versions of Acrobat with connector lines between the location of the annotation and the comment item listed in the summary report.

Listed Comments

Select **View > Comments > Show Comments List**. A new pane appears at the bottom of the screen with a list of those pages that include annotations. Several tools appear at the top of the pane, and may be used to navigate through the list of comments.

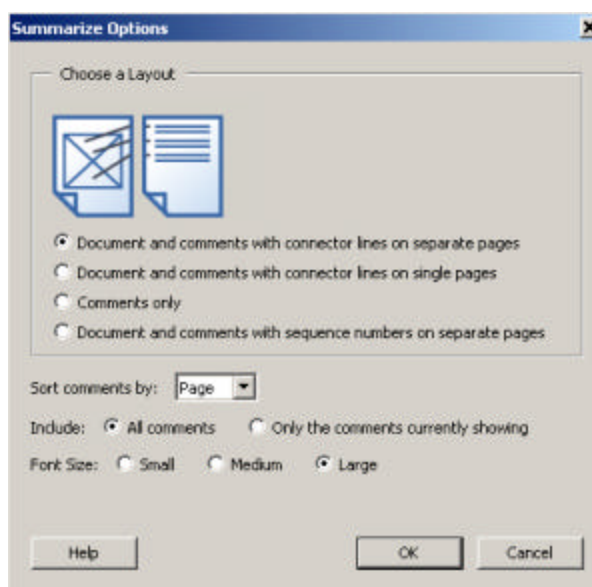


- Expand All:** Displays all of the notes and mark-ups applied to each page.
- Collapse All:** Hides all of the notes and mark-ups applied to each page. Only the page number appears in the pane.
- Next:** Moves to the next comment on the list.
- Previous:** Returns to the previous comment on the list.
- Reply:** Allows the user to respond to the note or comment applied to the document.
- Delete:** Removes the note from the list, as well as the document.
- Set Status:** Applies a status code to the comment, such as "Approved" or "Completed".

- Checkmark:** Applies a checkmark to a comment, as notification that it has been reviewed.
- Show:** Includes options for displaying comments and mark-ups made to a document.
- Sort By:** Allows the user to sort comments by date, type, page, or status.
- Search:** Allows the user to search through the list of comments by a particular word or group of words.
- Print Comments:** Prints a summary of the notes to a specified printer. Also creates a PDF version of the comment summary.

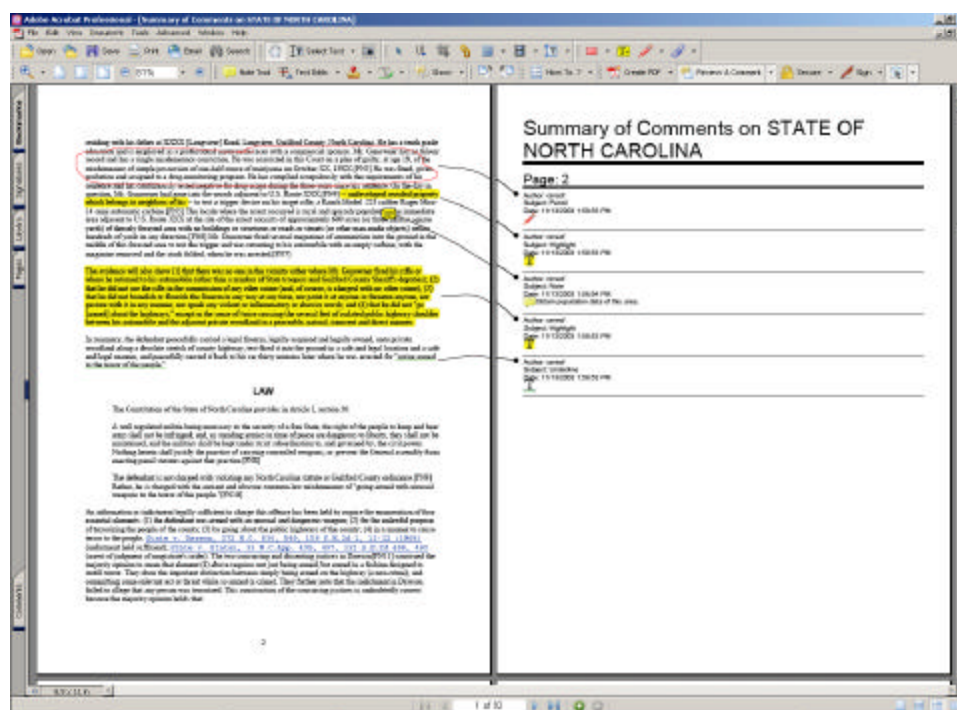
Summary Comments

This feature displays a list of all of the notes applied to a page, with connector lines that direct the user to the location of the note. First, use the menu path **Document > Summarize Comments** to display the page layout options.



Note

The options **Document and comments with connector lines on separate pages** and **Comments only** are easier to review and navigate with the main document.

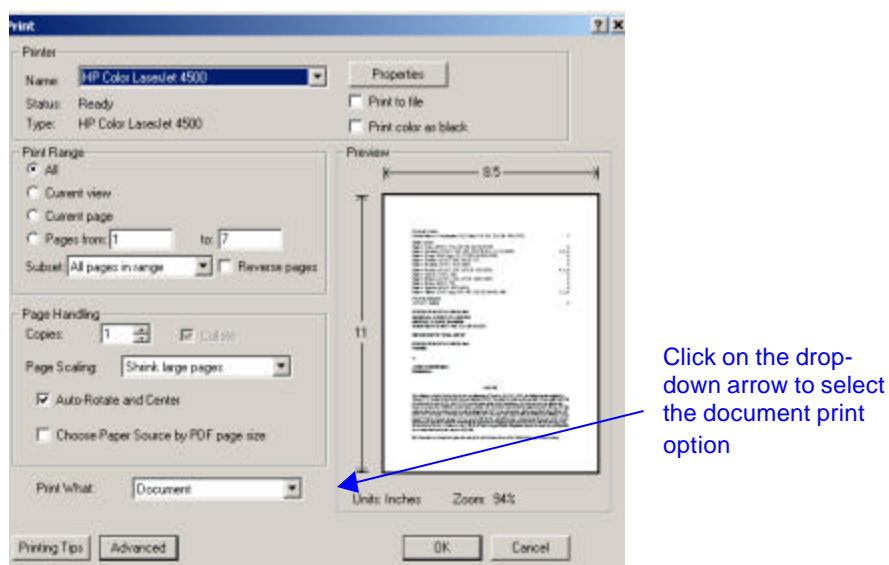


Additional notes may be applied to the document by using any of the commenting tools displayed on the toolbar. To exit the summary of comments and return to the main screen, select **File > Close** or click on the lower **Close** button (X) located in the upper right corner of the screen.

Printing Comments

There may be instances when printing a hard copy of the notes made on a document is much easier than reviewing them on the computer. Various options are available for printing comments: notes and comments may be printed within the main document, as a separate document in list format, or as a summary document.

Use the **Print** option to print the main document without any notes or to print the document with notes applied to it. Select **File > Print**, then the drop-down arrow in the **Print What:** field. Select the appropriate option and then click on the **OK** button.

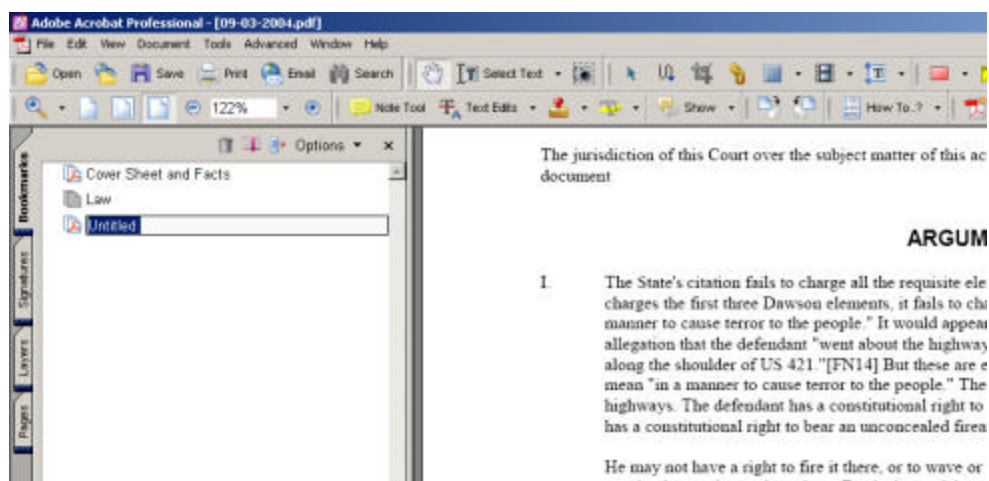


Creating Bookmarks

Bookmarks are helpful for referencing specific areas of a document or to provide the reader the ability to easily move about a large document by creating an “index”. Examples of documents that would be suitable for bookmarks are large documents, such as a motion for summary judgement.

1. Open the PDF document in which you wish to create bookmarks.
2. Select the **Bookmarks** tab located on the left side of the screen. The navigation pane opens to display bookmarks as they are being made.
3. Use the Hand Tool to click on the page that you wish to bookmark, then select the **Bookmark** button located on the navigation pane. A field appears with the text **Untitled** in it.
4. Enter text that should be used as an index reference for the selected page. Select the **Enter** key to save the index.
5. Select the **Save** button to save any bookmarks you have made for the document.





To delete a bookmark, select the appropriate bookmark, then the **Delete Bookmark** button.

Creating Links

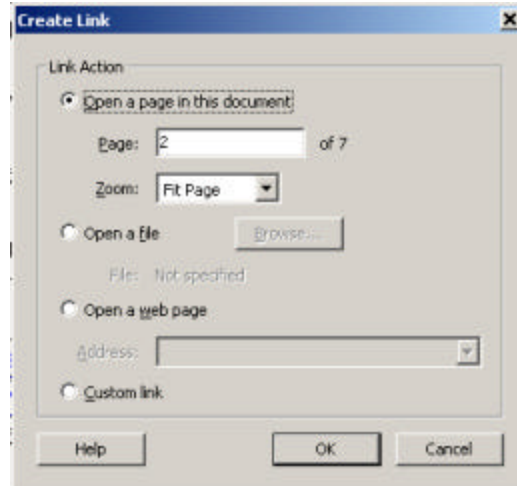
Similar to the Bookmark Tool, the Link Tool is useful for providing a means to jump to a particular location of a PDF document – or even to jump to an entirely different PDF document. A significant difference between using links and using bookmarks is that links do not create an index for you to select from; if you require a listing of topics related to the document, you should consider creating bookmarks.



Note

Acrobat may be used to create links for documents; sound files; and images, however CM/ECF only supports links within a document or to another document located on your network or the Internet (e. g. Westlaw)

1. Use the Hand Tool to go to the specific area that you wish to create a link.
2. Select the **Link Tool** button from the toolbar (if displayed), or use the menu path **Tools > Advanced Editing > Link Tool**. The Hand Tool will change into a cross bar (⊢).
3. With your mouse, drag the cross bar over the text you wish to create as a link, creating a rectangle over the text. The Create Link dialog box appears, with options for creating a link.



Open a Page in This Document:

This option creates a link to another page in the current document. Enter the appropriate page number in the **Page:** field and select the **OK** button.

Open a File:

Creates a link to a document located on the network. After selecting the radial dial for this option, select the **Browse:** button to locate the appropriate file.

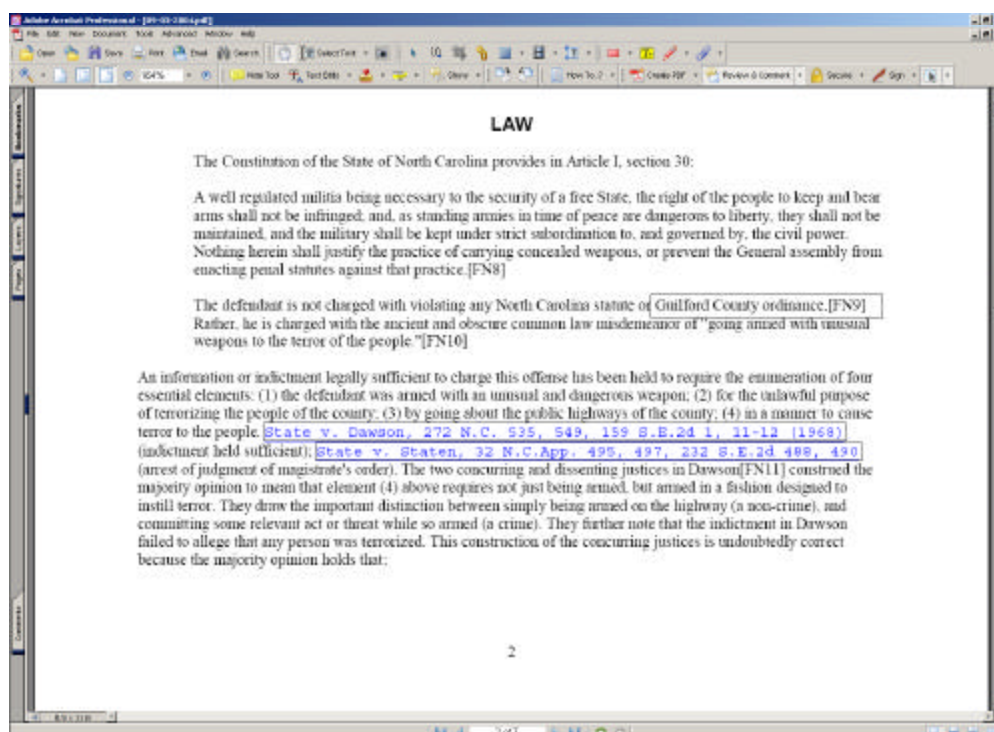
Open a Web Page:

Creates a link to a web page. After selecting the radial dial for this option, enter the URL in the **Address:** field. The text will appear blue, similar to a link found on a web page.

Custom Link:

Creates a custom link to another document, image, or object. Select the radial dial next to Custom and then select the **OK** button. In the Link Properties dialog box, select the Actions tab and select a link action that best meets your objective.

4. Select the Hand Tool to exit out of the link tool properties. The box surrounding the linked text will change from red to black.



To change the link properties:

1. Select the Link Tool and then right-click on the appropriate link box.
2. Select **Properties** from the drop-down list and then the **Appearance** tab. Select the property that best fits your needs.



Important:

Be aware that web page addresses and file locations may change over time. When you create a link to another document that may be on your shared network or create a link to information located on the Internet, first check to ensure that the data is still located at that destination.

Appendix A: Keyboard Shortcuts

In addition to the buttons located on the toolbar and the several menu paths, Acrobat 6 offers keyboard shortcuts for performing many functions. To enable these shortcuts, go to Edit > Preferences > General > Use Single-key Accelerators to Access Tools.

Tool	General Purpose	Shortcut
Open	Search for PDF files on the computer's hard drive or on the network	CTRL+O
Close	Close the current PDF document	CTRL+W
Save	Save the document with reference to its current file name	CTRL+S
Save As	Save the document with reference to another file name	SHIFT+CTRL+S
Print	Print the current document	CTRL+P
Print Setup	Change printer output or properties for the current document	SHIFT+CTRL+P
Print with Comments	Prints the documents with any comments and mark-ups associated to it	CTRL+T
Exit	Close Adobe Acrobat	CTRL+Q
Undo	Undo most current action	CTRL+Z
Redo	Repeat most current action	SHIFT+CTRL+Z
Cut	Remove text from document	CTRL+X
Copy	Copy highlighted text to another document	CTRL+C
Paste	Places copied text onto a document	CTRL+V
Select All	Highlights all of the text in a document for editing	CTRL+A
Show/Hide Toolbar	Displays or hides the toolbar on the screen	F8
Insert Page	Inserts a new PDF page	SHIFT+CTRL+I
Delete Page	Deletes selected page	SHIFT+CTRL+D
Hand Tool	Navigation	H
Link Tool	Linking pages, documents and files	L
Touch-up Text Tool	Text editing; adding/replacing text	T
Note Tool	Add notes or comments	S
Text Edits Tool	Indicator for text edits	E
Highlight Tool	Highlight text	U
Text Box	Add text (e.g., signature line)	X
Pencil Tool	Document mark-ups	N
Pencil Eraser	Delete or clean up pencil tool mark-ups	SHIFT+N
Pop-up window	Add notes and comments for any of the tools referenced above	Spacebar
Previous Screen	Move to previous page	Page Up

Tool	General Purpose	Shortcut
Next Screen	Move to next page	Page Down
First Page	Jump to first page of document	Home SHIFT+CTRL+Page Down SHIFT+CTRL+Up Arrow
Last Page	Jump to last page of document	End SHIFT+CTRL+Page Down SHIFT+CTRL+Down Arrow
Scroll Up	Move up the page by line	Up Arrow
Scroll Down	Move down the page by line	Down Arrow
Zoom In	Enlarge section of page	CTRL+ Plus Sign
Zoom Out	View entire page	CTRL+ Minus Sign
Search	Perform a text search	SHIFT+F
Next Search Result	Go to the next instance of the search result	F3
Next Search Result (Page)	Go to the next page with the instance of the search result	SHIFT+F3
Navigation Pane	Display navigation tabs or hide navigation tabs (e.g., bookmarks)	F6
Help Window	Access on-line help, or hide on-line help window	F1
How To	Opens or closes Acrobat's step-by-step help screen	F4

Appendix B: Information for System Administrators

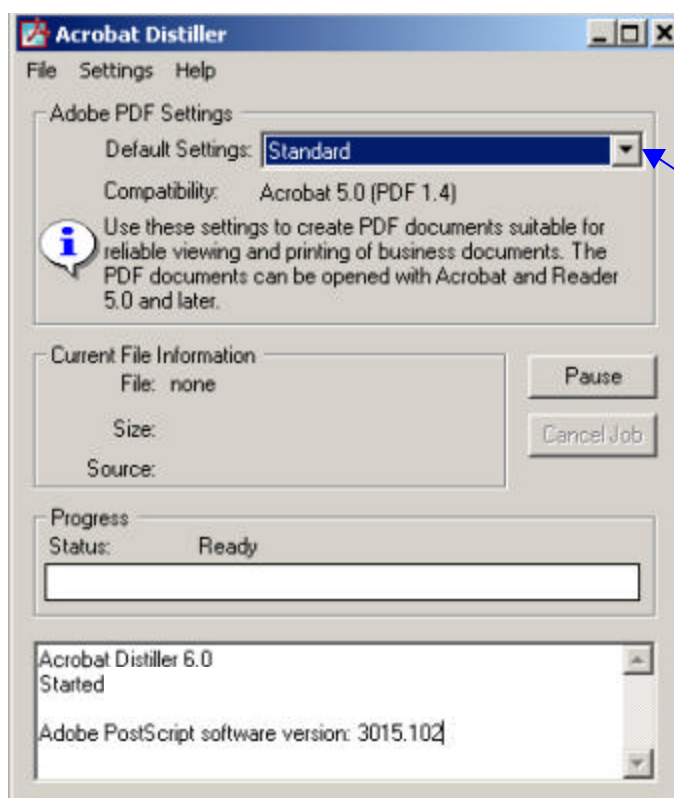
Adobe Acrobat includes several settings that are useful for converting, viewing and printing PDF documents. These configurations are based on several types of document processing functions, as well as the method in which documents are exchanged in an organization. Since Acrobat supports textual and graphical conversion for print and other mediums, and a number of platforms, it is important to ensure that the Acrobat software is configured to meet the requirements of your operations.

Two specific settings found in Adobe Acrobat should be reviewed and configured appropriately: **PDF File Conversion**, and **PDF File Compatibility**.

PDF File Conversion

The PDF file conversion setting specifies how documents should be converted from a word processing document to PDF through Adobe's print distiller. There are six types of settings, based upon the document management and document production of an organization.

1. Open Adobe Acrobat. You do not need to open a PDF document.
2. Select **Advanced > Acrobat Distiller**. The Acrobat Distiller screen appears.



Select the drop-down button to display the list of options

3. Select the drop-down button next to the **Default Settings:** field to select the appropriate print setting.

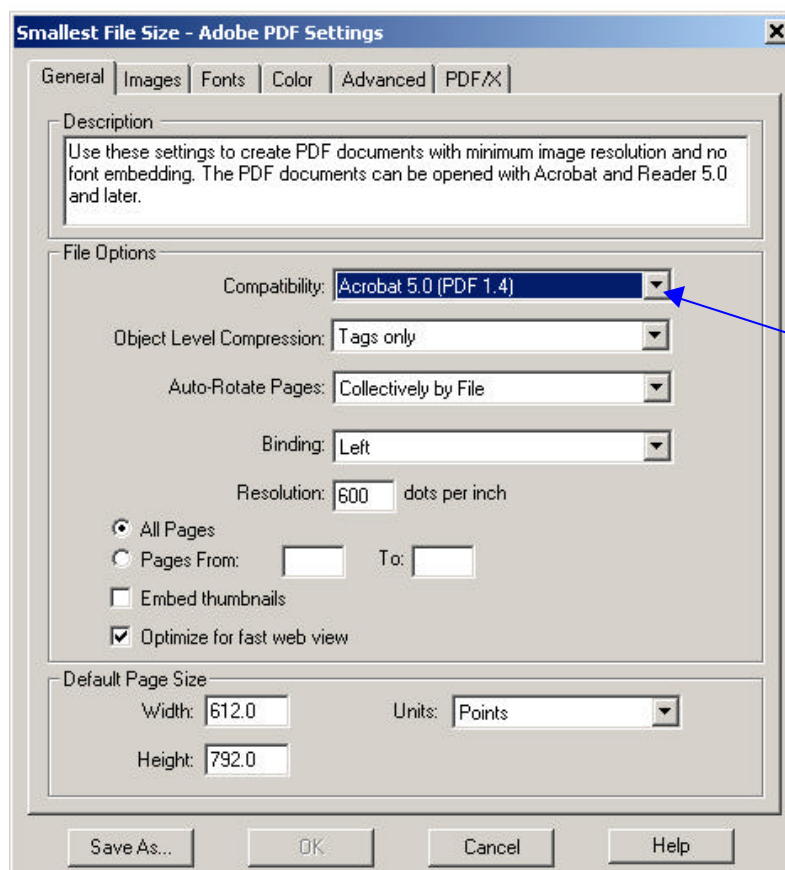
High Quality	Downsamples color and grayscale images. Does not embed font subsets, and uses a higher image print resolution. Uses maximum settings to retain information about the document. Backward compatible to earlier versions of Acrobat.
PDF/X-1a	Used with documents that have graphics. Embeds fonts. Used for color printing.
PDF/X-3	Used for documents with graphical content and high color. Supports device-dependent colored documents, images, and content.
Press Quality	Used for commercial print production, such as image- or type-setting. Does not consider file size, because it is more important to maintain all of the information and settings that a commercial printer uses.
Smallest File Size	Used for web or email distribution, and for on-screen viewing. Uses file compression, image downsampling and low image resolution. Does not embed fonts unless it is necessary to do so.
Standard (Recommended)	Used for on-screen viewing, desktop printing, file storage on CD-ROMs or disks, and photocopiers. Downsamples and compresses images. Embeds font subsets and prints an accurate resolution of the document.

4. Select the **Close** button () to exit.

PDF File Compatibility

Configuring this setting allows users with earlier versions of Acrobat the ability to view and print a PDF file created in Version 6.0.

1. Select **Advanced > Acrobat Distiller**. The Acrobat Distiller screen appears.
2. Select **Settings > Edit Adobe PDF Settings**. The Adobe PDF Settings screen appears, with the default settings displayed.



Select the drop-down arrow to choose the appropriate compatibility setting

3. Under the **General** tab, select the drop-down arrow next to the **Compatibility:** field.
4. Select **Adobe Acrobat 5.0** from the list of options. This will allow any PDF documents created in Acrobat 6.0 to be opened and printed by users who have Acrobat 5.0, 4.0 or later.
5. Select the **OK** button and then the **Close** button (☒) to save the settings.



Note

Additional settings for commenting, fonts, text search, etc. may be configured by selecting **Edit > Preferences**, or **Advanced > Acrobat Distiller**. Also refer to the Help database (F1) or visit Adobe's website (www.adobe.com) for further information.